

Insert on Loan Recipient's Letterhead

Date

Dr. Bagher Sami, Ph.D., Manager
Administrative Section
State Revolving Fund Loan Program
8th Floor, L & C Tower
401 Church Street
Nashville, Tennessee 37243

Subject: **City/County/UD/Authority, CWSRF/DWSRF 200?-???**
Contract No. ????, Contract Description
A/E Consultant, A/E Consultant's Project No. ????
Good Faith Effort – Disadvantaged Business Enterprises (DBE) Participation

Dear Dr. Sami:

This letter is to inform you that the **City/County/UD/Authority** did, in good faith, encourage Disadvantaged Business Enterprises (DBE) to participate in the above referenced project by placing a special notice to Disadvantaged Business Enterprises (DBE) firms in both the invitation to bid and the public advertisement for bids. The **City/County/UD/Authority**, through the consulting engineer, (**A/E Consulting Firm**), sent a copy of the invitation to bid and a set of contract documents to the Office of Minority Business Enterprises. The **City/County/UD/Authority** also sent certified letters, return receipts requested, to a minimum of ten (10) DBE potential subcontractors, professional service providers, suppliers, and equipment vendors requesting DBE participation through their office, A/E, or their contractor.

We have not received any DBE participation; we believe we have done a good faith effort.

If you have any questions, please don't hesitate to contact us.

Sincerely,

(Authorized Representative Name)

(Authorized Representative Title)

cc: **(A/E Consultant Name and Firm)**